

Business Club Director






Company

The Franco-Thai Chamber of Commerce (FTCC) pro-actively builds up tailor-made solutions to enlarge and support its business community. Thanks to its long lasting and growing experience, the FTCC helps its 336 members to start, develop their business, gain exposure and boost their network.

The FTCC is looking for a competent candidate for the position of “**Business Club Director**” as soon as possible.

Responsibilities

Under the supervision of the Executive Director of the FTCC, the Business Club Director will run the Membership and events activities:

-  **Membership:** with the help of the Membership Coordinator (1 pers.)
 - Develop FTCC’s membership base by recruiting new members and retaining actual ones
-  **Events & Fair planning:** with the help of the Events Coordinators & Managers (between 2-3 people)
 - Define value-added events that address identified needs/expectations
 - Launch new initiatives: e.g. sport events, star guest speakers, seminars etc. in collaboration our the FTCC working Committees
 - Manage the set up and sales of French Pavilions at various fairs / Design and implement specific fairs targeting French Products
 - Design and implement high-visibility events: ex. Gala Diner, Bonjour France etc.
 - Manage the team, supervise and take part/action of:
 - The events’ logistics: project timeline, venue, technics, set-up, select and supervise suppliers
 - The invitation and booking of the exhibiting companies and, if applicable, the participants
 - The customer satisfaction survey: set up tools to analyze and improve the quality of the events
 - Select and drive the Event agencies (when needed)
-  **Promotion**
 - Work closely with the Communication Department to prepare digital & print promotional tools (briefing with graphic designer and follow-up of the printing company when needed)
-  **Networking, partnerships and sponsorship**
 - Build a network of partners and sponsors for the organization of FTCC events
 - Maintain and extend the Chamber’s network (French, Thai, others)
-  **Management**
 - Lead and manage the Membership & Events team (currently 4 people + 1 intern will be joining the team beginning of April 2019)
 - Establish department yearly budget and monitor monthly operational and financial reporting
 - Report to the Executive Director

Profile

- Master degree level in Marketing/Communication/Business studies
- Ideally 4 years of events organization, experience in Thailand would be a great asset
- Knowledge of both Franco-Thai business and international environment is an asset
- Fluent in Thai, English (French is a plus)
- Highly dynamic and creative, with strong interpersonal skills, rigorous and reliable, team spirit, service minded and business driven
- Highly detail oriented
- Availability required when necessary for events during week days and weekends (from 4 to 8 events per month)

Conditions

- Office at the center of Bangkok Business area
- Starting As soon as possible

Why should you join the FTCC?

- The FTCC team will give you the chance to have your professional experience within an international environment in Thailand
- The team will welcome you warmly: we are 17 permanent, a mix & multicultural team, unify in our work and with a strong team spirit
- Package: salary + training/outing + 20 days off + insurance + annual medical check-up + annual bonus

Interested candidates, please send application to employment@francothaicc.com

Only shortlisted candidates will be notified.